

SUPERIOR COURT OF CALIFORNIA, COUNTY OF KERN

www.kern.courts.ca.gov



EMPLOYMENT OPPORTUNITY

FINANCIAL TECHNICIAN I/II

Level I: \$2167-\$2645, monthly approximate

Level II: \$2430-\$2967, monthly approximate

Exam # 0070

FILING DATE: APPLY IMMEDIATELY. This recruitment closes at 5:00 p.m. on Friday, August 11, 2006. Resumes will not be accepted in lieu of applications.

APPLY ONLINE AT <http://www.kern.courts.ca.gov/employment.asp>.

MINIMUM QUALIFICATIONS:

Experience and Education:

Court Financial Technician I requires one (1) year of experience providing fiscal, bookkeeping, or accounting support.

Court Financial Technician II requires two (2) years of experience in providing fiscal, bookkeeping, or accounting support **OR** an Associate of Arts Degree in Accounting.

Skills: Typing Certificate verifying a speed of twenty-five (25) net words per minute (nwpm). Ten key (10-key) certificate verifying a key stroke speed of 120 net key strokes per minute (nkspm).

Knowledge of: basic mathematics including fractions, percentages and simple interest; bookkeeping principles and techniques; cashiering procedures and techniques; applicable Local, State, and Federal laws, rules and regulations; alphabetic and numerical sequencing; customer service principles; standard office equipment; computer usage and all applicable software as it relates to accounting work.

Ability to: perform mathematical calculations; compare, verify, reconcile and balance financial and statistical information from a variety of sources; research and understand applicable Local, State, and Federal laws, rules and regulations; follow oral and written directions; communicate both orally and in writing; prepare reports; maintain records; file; key board at a speed of twenty-five (25) net words per minute; operate a ten key at a key stroke speed of 120 net words per minute; operate a personal computer and applicable software; use standard office equipment; interact effectively with co-workers and the public, in person and over the telephone; perform detail work and meet deadlines.

Requires a certificate verifying keyboarding speed of twenty-five (25) net words per minute (nwpm). Ten key (10-key) certificate verifying key stroke speed of 120 net key strokes per minute (nkspm). Typing and ten key certificates must be presented upon request.

ESSENTIAL FUNCTIONS:

- Prepares, monitors and maintains complex financial and statistical records and data including, posting transactions to journals and ledgers, adjusting accounts according to established Court procedures, and reconciling accounting data
- Verifies and processes a variety of financial and accounting documents
- Balances financial accounts; validates expenditure claims; tracks expenditures; monitors compliance with allocated budget, contract and/or grants
- Prepares accounting systems documents (e.g. vouchers, encumbrances, warrants, transfers, and checks) for approval and distribution
- Receives revenue payments, reconciles monies received against receipts, prepares deposits, and maintains accurate records of monies received.
- Prepares, updates, and maintains a variety of correspondence, billings, records, and or files.
- Conducts regularly scheduled and year-end closing of account ledgers and books

AN EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY

- Researches, interprets and consolidates financial and statistical information from a variety of sources; prepares financial and statistical reports as required
- Serves as liaison between regional Courts and department headquarters
- Responds to and assists customers and employees with requests for information and/or inquiries related to programs or policies over the phone and in person; researches customer discrepancies; and resolves customer problems
- Utilizes a personal computer and Court related software
- Performs other job-related duties as required

APPRAISAL (Weight 100%): of training, education, experience, interest and personal fitness for the work based on any combination of the following: Investigation, written exam, oral exam, and rating of application. Only the most qualified candidates, based on submitted application materials, will be accepted. All applicants meeting the minimum qualifications are not guaranteed advancement to the interview phase of the examination. The Court does not discriminate against the disabled. Please advise the Human Resources Department if you will require special accommodation to participate in the examination.

Following an offer of employment, you will be required to submit to physical, substance abuse, and/or background screenings at Court expense.

CONTACT INFORMATION:

Attn: Human Resources
 Superior Court of California, County of Kern
 1415 Truxtun Ave, 2nd floor
 Bakersfield, CA 93301
 PHONE: 661-868-4957
 FAX: 661-861-2207
 E-MAIL: Lisa.Sorensen@kern.courts.ca.gov

The provisions of this bulletin do not constitute a contract, express or implied, and any provisions contained in this bulletin may be modified or revoked without notice. The Court also reserves the right to change the selection process to be used at any time during the process of this recruitment. Candidates should not assume that their inclusion in the examination process guarantees appointment to Court vacancies.

Please note: This job bulletin is not a complete job description.